

Appointment Type: Permanent

Working Time: Full Time

Reference Code: 21901i

Opening Date: 06/22/2010

Closing Date: 06/27/2010

Corrections and Custody Officer 3 - Correctional Sergeant

\$3,176-\$4,167 Monthly (Range 47) with Great Benefits!

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual as a Corrections and Custody Officer 3 at Washington Corrections Center for Women located in Gig Harbor.

**** THIS RECRUITMENT IS FOR PERMANENT STATE OF WASHINGTON EMPLOYEES ONLY ****

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

'The mission of DOC is to improve public safety.'

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion. For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

The Sergeant is responsible for the direct supervision of Correctional Officers in the controlled movement of staff and visitors in and out of the facility utilizing electronically controlled doors from a control booth, ensuring that all staff and visitors have proper identification; supervises and assists a Correctional Officer in the proper control and issuance of facility keys; including emergency, restricted and operational keys; ensures monitoring of fire/sprinkler alarm system and monitors the taut wire security fence computer system; sets up a master count sheet for formal count, ensuring accuracy and completeness; maintains an accountability of offenders by facility, unit, tier and cell; operates the teletype, NCIC/WACIC, sends and receives messages and routes them to their appropriate destination.

In addition, these positions conduct PDP's, PMI's and attendance reviews in accordance with policy on all assigned staff; provides on the job training utilizing the COACH program for Correctional Officers; trains and supervises assigned staff in the maintenance of accountability records, the operation of the UHF/VHF radios, telephones, stentofon and video monitors; ensures that assigned staff are familiar with post

orders, key control procedures, and requirements of inmates and staff as they access and egress through the control point and maintains knowledge of Emergency Response Plan, Operational Memorandums, DOC policies and post orders; reviews and compiles documentation and evidence for incident reports, staff injury reports for thoroughness and accuracy; assists in the training of new staff as well as provides refresher training for seasoned staff. May conduct tours and security inspections and respond to incidents throughout the facility.

Qualifications

Required Qualifications:

Graduation from high school or GED, and three years of experience as a correctional officer in adult corrections;

OR

Two years of experience as a correctional officer in adult corrections and successful completion of 30 semester or 45 quarter hours of accredited college-level course work.

Demonstrated skills to write clearly, factually and concisely.

Demonstrated ability to recall detailed instructions, maintain attention and concentration for extended periods of time.

Demonstrated effective oral and written communication skills in routine and emergency situations.

Valid driver's license is required.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov website.

Please consider the following when deciding whether to apply:

*All Department of Corrections' employees are fingerprinted for a criminal history background check.

*Employees work with offenders in a potentially hazardous setting.

*All DOC facilities are smoke and/or tobacco free.

*Pre-employment process will include drug screening.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays;

flexible work hours; training; and state retirement plans. For more information please visit:
<http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Department of Corrections Core Competencies for All Employees:
Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. Core Competencies for Supervisors also include: People Management and Managing for Results.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact 253-858-4675.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021901* and click on Start Search.
5. Click on the link, Corrections and Custody Officer 3, Gig Harbor, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: **NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

You will need to create an account in **NEOGOV to apply for jobs after July 1, 2010.**
Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE before July 1!**
For more information on **NEOGOV**, including instructions on saving your current profile, go to doc.wa.gov/jobs